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Governor

DIVISION OF WORKFORCE DEVELOPMENT

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Director

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Subject: Setting Appropriate Goals for Workforce Investment Act (WIA) Youth

1. **Purpose:** To provide guidance to local Youth Program operators on how to determine the skill attainment goals for WIA youth as part of a comprehensive strategy for youth development.
2. **Substance:** Within the skill attainment rate, three types of skills are being assessed within

this one performance measure: basic skills, work readiness skills, and/or occupational skills. All younger youth who are determined basic skills deficient (defined as an individual who has English reading, writing, or computing skills at or below the 8th grade level on a general accepted standardized test or a comparable score on a criterion-referenced test) *must have* a basic skills goal that will be held accountable in the skill attainment rate. While the basic skills goal should be the first goal set for younger youth, it does not have to be the first goal achieved, when other goals are included.

If the youth is not basic skills deficient and therefore does not have a basic skills goal, the individual *must have* a work readiness and/or an occupational skills goal if they are an in-school youth. If the participant is an out-of-school youth (not in need of basic skills), it is a local option whether or not a work readiness skills goal and/or an occupational skills goal is necessary.

For those youth who are basic skills deficient, *at least one goal must be set upon initial assessment* of the participant. Once a goal is set, the participant has up to one year to achieve each goal. Attainment of a goal is counted as it is achieved (i.e., goal attainment counted in the quarter in which the goal was achieved). If the goal is not achieved by the one-year anniversary of the dates the goal was set, the failure is counted in the quarter of the anniversary date. New goals may be set as initial goals are achieved; however, each participant is allowed only three goal attainments each year for performance results. Youth participants may have any combination of the three types of skill goals; three skill goals in the same category, two skill

goals in one category and one skill goal in another, or one skill goal in each category.

3. Action: While last year's statewide performance on skill attainment was acceptable, please inform local operators to pay close attention to when the one-year anniversary date will expire so that they do not lose the opportunity to count a skill attainment. The date the goal was set should be recorded as the date the counselor and the youth decided on the goal, with the exception on the first goal set which will always be the date of registration for that youth.
4. Contact: Please contact Robert Ruble at (573) 526-8258 if you have any questions regarding this issuance.
5. Reference: Interim Final WIA Regulations; 20 CFR Part 664, published at 64 Federal Register 18662, 18713 (April 15, 1999).

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